



## COMMERCIAL TENANT IMPROVEMENT SUBMITTAL CHECKLIST

**T**he checklist below identifies elements and information necessary for a successful application submittal for a Tenant Improvement Building Permit.

Any tenant improvement, regardless of size, which affects life/safety or structural systems of a building shall be constructed pursuant to plans prepared and stamped by a licensed architect or engineer.

If you think an item on this checklist is not applicable to your project, this should be brought to Staff's attention in advance of the submittal. Submittals without all items on this checklist, other than pre-approved exceptions, cannot be accepted at the Counter for further processing and will be returned to the Applicant. The information on this checklist is not meant to be all inclusive and additional materials may be required as the review proceeds.

In most cases, submittals must be made in person. Submittals by mail or email may be accepted only by prior arrangement. The City will not be responsible for material mailed or emailed without prior arrangement.

A completed copy of this checklist must be submitted with your application and include documentation of the reason any item on the checklist is not provided.

### General (1 copy, unless otherwise noted)

- ☐ Completed building permit application
- ☐ Plan review fees, collected at application and payable by cash, check or credit card
- ☐ Completed copy of this checklist (one copy)
- ☐ Certificate of sewer availability .
- ☐ Certificate of water availability.
- ☐ Copy of current Washington State Contractors' registration when a contractor will be performing the work
- ☐ Letter from building owner or a copy of the lease stating that proposed work is allowed.
- ☐ Structural calculations stamped by Washington State registered engineer (2 copies)
- ☐ Washington State Non-Residential Energy Code Compliance Form **(2 copies)**.
- ☐ King County Health Department approval (for restaurant uses).
- ☐ Hazardous Materials Inventory Sheet (HMIS) **(2 copies)**.
- ☐ Construction drawings to include the following as needed to show the scope of proposed work **(2 copies)**:
  - ☐ Site Plan
  - ☐ Floor Plan
  - ☐ Structural Plan
  - ☐ Framing Plan
  - ☐ Ceiling Plan

*(Continued on page 2)*

(Continued from page 1)

**Site Plans**

- ☐ Drawn to a minimum scale of 1"=20'
- ☐ North arrow
- ☐ Tenant name
- ☐ Tenant use proposed
- ☐ Site address, with suite number.
- ☐ Tax parcel number.
- ☐ Zoning.
- ☐ Lot lines, dimensions and area.
- ☐ Adjacent streets, labeled.
- ☐ Easements.
- ☐ Building shell footprint, with area and dimensions.
- ☐ Location of tenant space within the building shell, with area and dimensions.
- ☐ Parking lot layout showing parking stalls and drive aisles.
- ☐ Number and size of existing on-site parking stalls, including standard, compact and ADA stalls.
- ☐ Location of new or replacement ground and roof-mounted mechanical equipment.
- ☐ Location, size and design of trash and recycling dumpster enclosure.

**Floor Plans**

- ☐ As needed to show the scope of the proposed construction.
- ☐ Scale of 1/4" = 1 foot.
- ☐ Drawn to scale.
- ☐ Use and size of each room.
- ☐ Location of exits.
- ☐ Location, size and type of windows, safety glazing, and doors.

- ☐ Location of plumbing and heating fixtures and equipment.
- ☐ Location of all switches, outlets, receptacles, and electric appliances.
- ☐ Location of smoke detector, plumbing, heating fixtures and equipment.
- ☐ Demonstrate accessibility compliance per WAC 51-50 .

**Structural Plans (2 copies)**

- ☐ Plans stamped by a licensed engineer for any improvement, regardless of size, which affects life/safety or structural systems of a building.

**Framing Plans**

- ☐ As needed to show the scope of the proposed construction.
- ☐ Scale of 1/4" = 1 foot.
- ☐ Size, species, grade, spacing, span and height of all framing members.
- ☐ Number and sizes of nails connecting wood members or include on drawings the IBC Table 2304.9.1
- ☐ Unconventional framing must be designed and stamped by a licensed Structural Engineer.
- ☐ Details of any special connection method.

**Ceiling Plans**

- ☐ As needed to show the scope of the proposed construction.
- ☐ Location of light fixtures, pathway lighting, and exit signs.
- ☐ Fire alarm detectors and sprinkler heads.

(Continued from page 2)

**Plumbing and/or Mechanical**

- ☐ Layout drawing.
- ☐ Types of materials used.
- ☐ Isometric drawings for water supply and waste lines (plumbing).
- ☐ Legend and fixture/appliance specification sheets.
- ☐ Heat Loss Calculations for sizing equipment per WSEC (if applicable), including summary sheets.
- ☐ Outdoor airflow rate schematic for occupied spaces/ rooms (WSA IMC 403.3.1.1)
- ☐ If applicable, provide gas piping analysis that demonstrates gas piping can support new and existing appliances
- ☐ Equipment weighing 400 lbs. or more, which will be placed on or within a structure, shall include (2) sets of engineering details and calculations for the support and seismic anchorage of the units per Section 1613.1 of the IBC and the current version of the ASCE7 standard (in addition to the (2) sets of plans noted above). **EXCEPTION:** Water heaters installed four feet or less above a floor level may be installed per UPC Section 508.2 **AND** the manufacturer's installation instructions.
- ☐ Roof-mounted mechanical devices shall be screened per MVMC 18.40.110. Any required screening shall be a height sufficient to obscure the view of any portion of the mechanical device above any sight line. An applicant proposing roof-mounted mechanical devices shall indicate projected sight lines from the ground level at abutting property line and/or from adjacent residential properties at higher elevation, upwards to and past the point of intersection with the top of the side (e.g., a parapet) of the building.